



Susan Mosier, MD, Secretary

Department of Health & Environment

Sam Brownback, Governor

MEMORANDUM

To: VFC Providers

From: Sarah Fornshell, RN
VFC / AFIX Manager
Bureau of Disease Control and Prevention

Subject: VFC Policy Changes

Date: 13 May 2015

Effective June 1, 2015

Listed below are the changes to policies within the VFC program that have been changed or adjusted to support the 14.11 upgrade of KSWebIZ and to streamline ordering; focusing on providers maintaining and receiving vaccine inventories in a timely manner. You will also find attached a formal copy of all the policies.

Reconciliations-

Changes- Reconciliations now MUST be the 1st to the last day of the month. Reconciliations MUST be completed every month regardless of ordering status.

Wastage-

Changes- Anytime a vaccine is wasted and non-returnable, the wastage needs to be entered into the wastage section of KSWebIZ within 72 hours of vaccine being wasted. (Please see policy for what constitutes “non-returnable” waste.)

Returns-

Changes- Anytime a vaccine has expired or is deemed returnable, the return needs to be entered into the return section of KSWebIZ within 72 hours of vaccine being expired. (Please see policy for what constitutes “returnable” waste.)

Ordering-

Changes- ALL orders MUST be completed by the 7th of every month. A mid-month order will be permitted on a rare occasion, providers should maintain a stock for only a 6 week supply to prevent excessive inventory, and borrowing.

Ordering Validations-

Changes- To place an order the following validations must be met

1. Temperature logs must be completed, submitted, and approved.
2. No pending VTrcks orders, all must be accepted into current inventory
3. Wastage must be completed and entered into KSWebIZ
4. Returns must be complete and entered into KSWebIZ
5. Completed and closed reconciliation.

If there are any questions please contact Sarah Fornshell at sfornshell@kdheks.gov. Thank you.